

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 107-06

June 21, 2006

POSITION: Adoption Manager

DEADLINE TO APPLY: July 5, 2006

CLASSIFICATION: JFS Manager - Children's Services

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Salaried/Exempt

SALARY: \$46,779 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Master's Degree in social work or comparable Human Services related studies plus two (2) years of directly related experience in children services case load work; or a bachelor's degree plus four (4) years of directly related experience. (In lieu of the required master's degree upon hiring, incumbents in this classification must sign an agreement to obtain a Master's Degree in Social Work or comparable Human Service related field from an accredited college or university within an agreed-upon time frame to meet Agency certification requirements. Serves on-call 24 hours/7 days a week. Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

Listed below is a brief summary of the JOB DUTIES:

Responsible for supervision of adoption caseworkers. This includes orientation for beginning workers to adoption procedures and practices, weekly conferences with individual caseworkers and weekly conferences for unit supervision, the reading of adoptive home studies and decision-making concerning approval of home for placement of children. Consults with adoption workers concerning problems during placement and consults with professionals concerning the handling of certain difficult problems of children. Keeps abreast of adoption laws and agency relations on adoption. Interprets them to staff and community groups. Serves on community adoption committees and programs when asked to do so. Attends agency and community meetings concerning adoption issues; assists in policy modification and changes when indicated. Continually monitors and improves upon knowledge and skills of the adoption process through attendance at seminars, study groups and community meetings. Attends necessary approved training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.